



OFFICE OF THE  
BRIGADE COMMANDER

## UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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13 February 2006

### MEMORANDUM FOR ALL MEMBERS OF THE USUHS BRIGADE

SUBJECT: Brigade Commander's Policy Statement on a Drug-Free Workplace

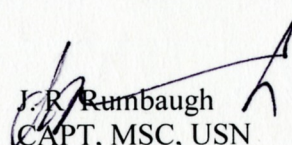
This command fully supports the Department of Defense (DoD) and Uniformed Services University of the Health Sciences (USUHS) policy, in providing a safe and healthy working environment for all employees. In support of the civilian Drug-Free Workplace Program (DFWP), all supervisors and civilian employees are to be familiar with the USUHS instruction 1012, USUHS Drug-Free Workplace Program.

The Drug-Free Workplace Program is used to keep the workplace free of illegal drugs and to help civilian employees refrain from using illegal drugs. Civilian employees and supervisors are reminded that there is a Civilian Employee Assistance Program (CEAP) available through the USUHS Civilian Human Resources (CHR) Directorate, which provides employee education, counseling, and rehabilitation services. Employees are given the opportunity to come forward to seek assistance in the Safe Harbor provision of the DFWP program. This is an opportunity to voluntarily identify themselves as a user of illegal drugs, willing to undertake counseling and, as necessary, rehabilitation under the auspices of the CEAP. It is important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

Supervisors are responsible to identify and follow the necessary procedures to ensure their employees are in a Drug-Free workplace environment. Supervisors can initiate reasonable suspicion tests. Reasonable suspicion testing may be conducted on employees in Testing Designated Positions (TDP) when there is a reasonable suspicion that the employee uses illegal drugs whether on, or off duty. Employees in non TDP billets are also subject to reasonable suspicion drug testing under the DFWP program. Should you have any questions or concerns regarding this policy, contact the Human Resources, Employee Management Relations Division at (301) 295-3412.

Illegal drug use by any employee of the USUHS Brigade is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DFWP is aimed at identifying illegal drugs users in order to maintain a safe, secure, and efficient workplace.

As Brigade Commander, I expect all my military and civilian personnel to be proactive in keeping this command a Drug Free Workplace.

  
J. R. Rumbaugh  
CAPT, MSC, USN